Basics

Documents Filed in Error

A document incorrectly filed in a case may be the result of uploading the wrong PDF document to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed. **Do not attempt to re-file the document.** Contact the Help Desk and request a correction as soon as possible after an error is discovered. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

How to Access the System

STEP 1   Users can access CM/ECF via the internet by going to: https://ecf.canb.uscourts.gov Note: For quick access to this site in the future, set a bookmark or create a button on your navigation bar**.**

STEP 2   The **Welcome** screen displays.

Welcome to the U.S. Bankruptcy Court for the Northern District of California

Northern District of California - Document Filing System

♦   Click the Northern District of California-Document Filing System hyperlink.

STEP 3   **Logins and Passwords**

To login, a registered participant will need two sets of logins and passwords; one for CM/ECF to file documents and the other for Public Access to Electronic Records (PACER) to retrieve the court's record via Query and Reports hyperlinks. Users will see a login screen as shown below.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at http://pacer.psc.uscourts.gov or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of $.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication
Login: [   ]
Password: [   ]
client code: [   ]

[Login] [Clear]

♦   Participants will initially enter their CM/ECF login and password which has been issued by the court. This login and password allows electronic filing of documents, not access to reports or queries. **Note: The registered participant's login and password is the electronic equivalent of their signature. Therefore, users are personally responsible for activity with their logins.**

♦   Your **Login** and **Password** fields are case sensitive. A login of "cbaker" should not be entered as "Cbaker" or "CBAKER."

♦   The **client code** field is optional and is used with PACER to associate this activity to a specific customer. If an error is made before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to re-enter information.

♦   This login screen will also appear when web users select Query or Reports hyperlink from the CM/ECF menu. At this time, enter the PACER login and password. You will be advised of how many pages you have selected before accepting the information. After running a report, a PACER summary of pages and costs will appear. Please refer to the PACER website**, http://pacer.psc.uscourts.gov** ,for fee and registration information.

STEP 4   The **CM/ECF Main Menu** screen is pictured below.

Access to the various modules are provided by clicking on the blue Main Menu
Bar at the top of the screen. Each selection is a hyperlink to another set of
options. The hyperlinks allow participants to file documents, query, view/print
docket sheets, or generate reports.

Bankruptcy   This is the main menu.

Adversary   There are no options available for adversary filing at this time.

Query   Query allows you to view a variety of information about a case,
                such as a list of attorneys or current status, as well as the docket
                sheet. After identifying the case, you will see a menu of these
                choices.

Reports   The Reports allows you to generate the Claims Register and
                Docket Report.

**Utilities**   This option allows you to view the transactions log. This feature
                allows you to review all transactions processed by your login.
                Selection criterion is by date or date range only. Data is
                displayed in chronological order by date and time.

Logout   Allows you to logout of the system. It is recommended that you
                use the Logout option when finishing any filing or queries in
                CM/ECF.

                Help Feature. Limited information is available at this time.

STEP 5   Click the Bankruptcy hyperlink on the CM/ECF Main Menu Bar to access the Creditor Filings Menu.
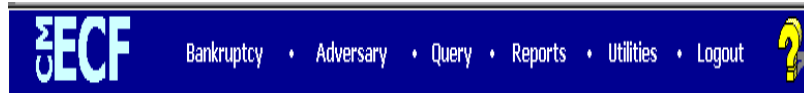
STEP 6   The Creditor Filings Menu screen displays.

♦   Click on the Creditor Filings hyperlink.

STEP 7   The **CASE NUMBER** screen displays.

♦   Enter the case number (yy-nnnn) including the hyphen and click **[Next]**.

STEP 8   The List of Docketing Events screen displays

♦   Select the appropriate docketing event. Click one of the following hyperlinks
for further instruction on how to docket the individual event:

Assignment of Claim
Joint Transfer of Claim
Notice of Change of Address
Request for Notice
Withdrawal of Claim
Withdrawal of Document